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WAR FOOD ADMINISTRATION

Washington 25, D. C.



February 15, 1944

ADMINISTRATOR'S MEMORANDUM NO. 36

Use of "War Food Administration" in Directory Listings and on Stationery and Forms

1. Field offices of War Food Administration agencies shall be listed in telephone and city directories and on building directories, etc., under the heading "War Food Administration," which in turn shall be indented under "Agriculture, U. S. Department of." For example;

Agriculture, U. S. Department of
War Food Administration
Agricultural Adjustment Agency
Commodity Credit Corporation
Office of Distribution
Farm Security Administration
Etc.

Under "W" a cross listing should be made, as follows:

War Food Administration - see Agriculture, U.S. Department of

2. As present stocks become exhausted and new orders are placed by agencies of the War Food Administration, other than staff Offices, the heading "War Food Administration," rather than "Department of Agriculture," shall be used on letterheads, envelopes, and forms. (See also General Departmental Circular No. 16 of November 29, 1943.)

First Assistant War Food Administrator

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